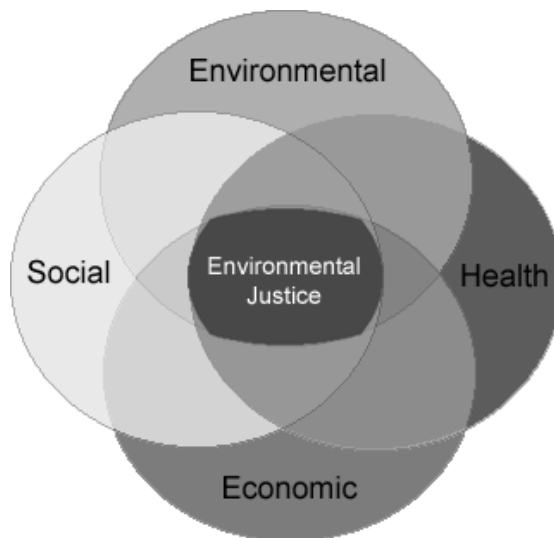




Training Course on Environmental Laws and Alternative Dispute Resolution

FY 2006



EPA's Commitment to Environmental Justice

On November 4, 2005, Administrator Stephen L. Johnson issued a memorandum reaffirming EPA's commitment to environmental justice for all people, regardless of race, color, national origin or income. This means not only protecting human health and the environment for everyone, but also ensuring that all people are treated fairly and are given the opportunity to participate meaningfully in the development, implementation, and enforcement of environmental laws, regulations, and policies.

In recognizing that minority and/or low-income communities frequently may be exposed disproportionately to environmental harms and risks, EPA works to protect these and other burdened communities from adverse human health and environmental effects of its programs, consistent with existing environmental and civil rights laws, and their implementing regulations, as well as Executive Order 12898 ("Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," Feb. 11, 1994).

The memorandum also identifies 8 national environmental justice priorities and directs the integration of environmental justice into EPA's planning and budgeting processes, including the Agency's Strategic Plan for Fiscal Years 2006-2011. These national priorities include: reducing asthma attacks; reducing exposure to air toxics; increasing compliance of regulations; reducing incidence of elevated blood lead levels; ensuring that fish and shellfish are safe to eat; ensuring that water is safe to drink; and using collaborative problem-solving to address environmental and/or public health concerns.

EPA will continue to fully implement its programs, policies, and activities to ensure that they do not adversely affect populations with critical environmental and public health issues, including minority and low-income communities.

OVERVIEW (OV) INFORMATION

A. Required Overview Content

- | | | |
|----|----------------------------|---|
| 1. | Federal Agency Name: | United States Environmental Protection Agency/Office of Environmental Justice |
| 2. | Funding Opportunity Title: | Training Course on Environmental Laws and Alternative Dispute Resolution |
| 3. | Announcement Type: | Initial Announcement |
| 4. | Funding Opportunity No.: | EPA-OECA-OEJ-05-01 |
| 5. | CFDA: | 66.307 |
| 6. | Dates: | Announcement Date: December 5, 2005
Closing Date: January 23, 2006 |

FULL TEXT ANNOUNCEMENT

- I. Funding Description
- II. Award Information
- III. Eligibility Information
- IV. Application and Submission Information
- V. Application Review Information
- VI. Award Administration Information
- VII. Agency Contact
- VIII. Other Information

I. Funding Opportunity Description

A. Background

The Office of Environmental Justice (OEJ) will award a cooperative agreement to support an on-going training effort that will educate community residents on how environmental laws and alternative dispute resolution (ADR) techniques can be used to promote environmental justice in their communities. The environmental justice training program focuses on opportunities, legal rules, and tools that community residents have under environmental laws to protect their health, the health of their families and neighbors, and their environment. The environmental justice training program will be designed to help non-lawyer citizens understand how they can use the law and work effectively and constructively with non governmental organizations, the private sector, and the government to promote environmental and health protection. Because effective and constructive partnerships are integral to the environmental justice training program, the recipient must work collaboratively with community organizations in implementing the program. OEJ initially awarded a cooperative agreement under this program in 2003. However, the environmental justice training program has gained an overwhelmingly positive response from community members who have taken this training, and, as a result, OEJ would like to provide additional training workshops in other EPA Regions. The benefit of this training is in assisting members of the community organizations to better understand

the environmental laws and ADR techniques. It has also been instrumental in enhancing community residents' ability to address their local environmental and/or public health issues.

The selected applicant must use the following materials under this program:

the research report, entitled "Opportunities for Advancing Environmental Justice: An Analysis of US EPA Statutory Authorities," November 2001;

the community handbook entitled, "A Citizen's Guide to Using Federal Environmental Laws to Secure Environmental Justice," 2002;

the video entitled, "Communities and Environmental Laws; and

- " the use of five cases studies which outline the use of a range of alternative dispute resolution techniques which demonstrate how to resolve environmental disputes involving at-risk communities.

The training curriculum is to be based on existing material already available which includes the above items and other material provided by EPA. The recipient will develop a two and one-half day course, based on these earlier materials. The recipient must develop a basic model of a training workshop, and in addition, the recipient will create a new training course that incorporates: a) the Citizen's Guide, noted above; b) the Environmental Justice video, noted above; and c) alternative dispute resolution (ADR) materials and teaching techniques.

The support sought by this solicitation will build on preliminary work for a similar project funded under an existing agreement. This new effort will include the development of the training module, agenda, and materials and enable the partners to review and participate in the finalization of the agenda and materials. The support will also enable the parties to conduct outreach/implement logistics, deliver the training course, and evaluate the module for subsequent training sessions.

The training module must reflect issues of interest to the audience that can be resolved through the use of non-litigation legal tools provided by environmental laws. Also under this program, the recipient will identify individuals and organizations to represent the individuals to be trained. Among the partner organizations and networks identified, legal expertise of a seasoned, nationally-recognized expert in the use of alternative dispute resolution in environmental justice issues must be included. Each training workshop will be delivered in a different geographical region of the US, to be determined by the recipient and its partners, in consultation with the Office of Environmental Justice, during the course of the project. The project will be carried out in the following phases:

Phase 1: Course Development

The recipient, in conjunction with OEJ, will determine training needs by reviewing environmental justice issues in the region and assessing the background, needs and interest of the potential audience; determining the issues which can be addressed by environmental laws without the use of attorneys; and determining the issues which can be addressed through the use of such training materials.

The recipient, in conjunction with OEJ, will determine the content of material to be presented on both substantive and procedural issues. As part of this effort, the recipient, in conjunction with OEJ, will develop interactive problems and role playing exercises. The workshop sessions will be presented by environmental attorneys, community members, and the recipient's ADR expert. The recipient, in conjunction with OEJ, will identify environmental lawyers that have expertise in the topics that are included in the workshop agenda, and identify community representatives with relevant experience. Based upon the identified topics and potential faculty, the recipient, in conjunction with OEJ, will select the speakers and format of the training.

Phase 2: Outreach, Logistics, and Registration

Workshop participants will include grassroots environmental justice activists from the region in which the workshop will be held. The recipient, in conjunction with OEJ, will develop a strategy for identifying and inviting workshop participants. The recipient will then produce and disseminate announcements for the training, and provide follow-up measures to facilitate full participation in the training workshop. The recipient, in conjunction with OEJ, will work with the selected participants to facilitate their travel arrangements in an efficient and effective manner. It is anticipated that there will be approximately 30-35 participants for each training course.

Phase 3: Delivery of Course

The course will be interactive, including class problems and role playing, tailored to the needs of the audience, and designed to assure a practical understanding of how citizens can use the law without attorneys, how they can effectively participate in government decision making, and how they can participate in alternative dispute resolution as a means of protecting their families' and communities' health and environment. The course will be designed to increase the number of citizens who can: (1) participate effectively in environmental decision making; (2) locate information about specific environmental problems; and (3) help insure compliance with relevant standards. The partners will also secure translation of the course.

Prior to the workshops, the recipient will make any revisions to the agenda, faculty and materials as necessary to ensure direct applicability of the training workshop to the participants in the different regions. The recipient will also work, in conjunction with EPA, to determine the cities in the EPA regions where the course will be held.

Phase 4: Evaluation

Following each training workshop, the recipient will conduct an evaluation of effectiveness and lessons learned. The training workshop will then be reviewed with EPA in preparation for the next training session. The recipient will also incorporate applicable environmental justice issues from the region in which the training will be held into the core training module. Modifications in written materials, training approaches, and other elements will be addressed.

B. Environmental Results

All applicants are required to link their projects to environmental results. Environmental results are used as a way to gauge a project's performance using output and outcome measures. The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal or objective, that will be produced or provided over a period of time or by a specific date. The term "outcome" means an environmental result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective.

Environmental Results not only assess the success of an applicant's project, they also gauge the effectiveness of EPA's programs by ensuring that EPA's limited resources are used to further the Agency's Strategic Goals. As such, OEJ has established four Program specific Performance Measures (Community Empowerment and Knowledge, Stakeholder Consensus, Environmental Results, Sustainability) for its grant programs that lead directly to OEJ's Strategic Goal of Healthy Communities and Ecosystems. The Strategic Goal is divided into the following objective and subobjective:

Goal 4: Healthy Communities and Ecosystems
Objective 4.2: Communities
Subobjective 4.2.2: Restore Community Health

For this particular RFA, the appropriate Program Performance Measure is Community Empowerment and Knowledge. As community residents gain knowledge about environmental laws and ADR, they can apply it to their own communities to address their own local environmental and/or public health concerns and thus, will lead to healthy communities and ecosystems.

Environmental Results (Recipient)	Program Performance Measures (OEJ)	Agency Strategic Goals (EPA)
Project Outputs and Outcomes	Community Empowerment and Knowledge	Healthy Communities and Ecosystems

All applicants must demonstrate how their proposed training program will provide residents with the skills and knowledge in the environmental laws and ADR so that they can address their own environmental and/or public health concerns. The ability to identify environmental results is an evaluation criterion worth 10 points (see Section V, A). In developing environmental results for the project, applicants must demonstrate how their proposed training sessions will increase knowledge on the use of environmental laws and ADR. Applicants should consider outputs such as the number of people trained, and possible outcomes such as the change in knowledge in the area of environmental laws and ADR gained in communities.

C. Statutory Authority

The statutory authorities under this Program will be:

- 1) **Clean Water Act**, Section 104(b)(3) conduct and promote the coordination of research, investigations, experiments, training, demonstration, surveys, and studies relating to the causes, extent, prevention, reduction, and elimination of water pollution.
- 2) **Safe Drinking Water Act**, Sections 1442(b)(3) develop, expand, or carry out a program (that may combine training, education, and employment) for occupations relating to the public health aspects of providing safe drinking water.
- 3) **Solid Waste Disposal Act**, Section 8001(a) conduct and promote the coordination of research, investigations, experiments, training, demonstrations, surveys, public education programs, and studies relating to solid waste management and hazardous waste management.
- 4) **Clean Air Act**, Section 103(b)(3) conduct and promote the coordination and acceleration of research, investigations, experiments, demonstrations, surveys, and studies related to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.
- 5) **Toxic Substances Control Act**, Section 10(a) conduct research, development, and monitoring activities on toxic substances.
- 6) **Federal Insecticide, Fungicide, and Rodenticide Act**, Section 20(a) conduct research on pesticides.
- 7) **Marine Protection, Research, and Sanctuaries Act**, Section 203 conduct research, investigations, experiments, training, demonstrations, surveys, and studies relating to the minimizing or ending of ocean dumping of hazardous materials and the development of alternatives to ocean dumping.

II. Award Information

OEJ will award one cooperative agreement with an estimated ceiling of \$1,000,000 over the five year life of the agreement. The first funding will be in the amount of \$125,000, and the award will be incrementally funded over the lifetime of the award. This dollar figure is an OEJ estimate of how much it will cost to fund one workshop with approximately 30 attendees, located in a major metropolitan city. For calculating your budget estimate use Denver, CO as the city. You must submit a budget that reflects the costs for one workshop. Any application that has a budget exceeding \$125,000 will not be considered for award. EPA reserves the right to reject all proposals/applications and make no awards.

III. Eligibility Information

A. Eligible Applicants Based on Applicable CFDA

The applicable CFDA for this program is 66.307. Assistance under this program is generally available to States, territories, Indian Tribes, and possessions of the US, including the District of Columbia, public and private universities and colleges, hospitals, laboratories, and other public or private nonprofit institutions which submit applications proposing projects concerning environmental justice issues with significant technical merit and relevance to EPA's mission. Some of EPA's statutes may limit assistance to specific types of interested applications. See "Authorization" listed above. For certain competitive funding opportunities under this CFDA program description, the Agency may limit eligibility to compete to a number or subset of eligible applicants consistent with the Agency's Assistance Agreement Competition Policy.

B. Cost Sharing or Matching

This program does not have any cost-sharing or matching requirements.

C. Other Threshold Eligibility Criteria

Applicants must submit all required information (see Section IV, B) and cannot have a budget exceeding \$125,000. Applications that are incomplete or contain a budget exceeding \$125,000 will not be reviewed and scored.

IV. Application and Submission Information

A. Address to Request Application Package

Application packages can be obtained electronically at the Office of Grants and Debarment (OGD) web-site at: http://www.epa.gov/ogd/grants/how_to_apply.htm. If you would like a hard-copy of the application, please contact:

Ayako Sato
1200 Pennsylvania Avenue, NW (2201A)
Washington, DC 20460
Phone: (202)564-5396
Tollfree: 1-800-962-6215
Fax: (202)501-1162
Email: sato.ayako@epa.gov

B. Content and Form of Application Submission

All applications, regardless of the mode of submission, must include the following forms:

- " *SF-424, Application for Federal Assistance*
- " *SF-424A, Budget Information - Non-construction Programs*
- " *Key Contact List*

All of the above forms may be obtained on OGD's web-site at:

http://www.epa.gov/ogd/grants/how_to_apply.htm.

In addition, you must submit the following items:

1. *Workplan Narrative of the Proposal.* A workplan narrative describes the applicant's proposed project. The workplan is not to exceed five (5) pages. If the application exceeds five pages, only the first five pages of the workplan will be reviewed and scored. The pages of the workplan should be letter size (8 1/2 X 11 inches), with normal type size (10 or 12 characters per inch), and at least 1" margins. There will be no penalty for using a different page size or font type, but it is **strongly discouraged**. The workplan narrative is one of the most important aspects of your application and (assuming that all other required materials are submitted) will be used as the primary basis for selection. Workplans must include the following items:
 - a. A one-page summary that describes your programmatic capabilities and/or qualifications for performing the work under the project. The summary should describe the nature of your organization, placing particular emphasis on your organization's experience in the fields of training, environmental laws, and working with community organizations. You must also include information on key staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. Also, provide information on past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project. Moreover you must include a history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports.
 - b. A concise project description that describes the activities the organization will undertake to examine and address the training needs described in Section I, A. The project description should include: 1) a strategy for meeting the environmental justice training program's needs by including an implementation plan for phases I through 4 (see Section I, A); 2) a strategy for utilizing the training materials described in Section I, A; and 3) a strategy for partnering with community organizations, including information on how the community organizations will participate in the project and strategies for cooperation and communication with the identified organizations.

- c. A concise description discussing how the project will produce environmental results by using output and outcome measures, and how these measures will link back to EPA's Strategic Plan (please see Section I, B).
- 2. *A detailed budget.* Provide a detailed budget that specifies unit costs for the following categories:
 - a. Personnel
 - b. Fringe Benefits
 - c. Contractual
 - d. Travel
 - e. Equipment
 - f. Supplies
 - g. Other
 - h. Indirect Costs

A detailed budget that exceeds \$125,000 will not be reviewed and scored.

- 3. *An appendix with resumes.* Applicants may submit up to three (3) resumes of key personnel who will be significantly involved in the project.

Applications that do not include all forms and information above will not be considered for award. You must also submit proof of non-profit status. If you do not submit documentation at the time of application submission, you will not be penalized. However, you will be required to submit proof of non-profit status before award. Failure to provide documentation will result in no award.

C. Submission Date and Times

The full application package must be date stamped by courier service or postmarked by the US Postal Service by midnight, January 23, 2006. Emailed applications will not be accepted, but applications materials may be submitted electronically through Grants.gov (see Section IV, H). If using courier service or the US Mail, send the full application package to:

By Postal Service

Linda K. Smith
1200 Pennsylvania Ave., NW (2201A)
Washington, DC 20460

Courier Service

Linda K. Smith
1200 Pennsylvania Ave., NW
Room 2226 Ariel Rios South
Washington, DC 20004

D. Intergovernmental Review

Your application to this EPA program may be subject to your state's intergovernmental review process and/or the consultation requirements of Section 204, Demonstration Cities and Metropolitan Development Act. See 40 CFR Part 29 for details. Check with your state's Single Point of Contact to determine your requirements. Some states do not require this review. Applicants from American Samoa, Guam, Puerto Rico, and the US Virgin Islands should also check with their Single Point of Contact. A list of the states Single Point of Contact is available at <http://www.whitehouse.gov/omb/grants/spoc.html>.

E. Funding Restrictions

EPA cooperative agreement funds can only be used for the purposes set forth in the cooperative agreement, and be consistent with the statutory authority for the award. Cooperative agreement funds from this program cannot be used for matching funds for other federal grants, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, the recipient may not use these federal assistance funds to sue the federal government or any other government entity. Refer to 40 CFR 30.27, entitled Allowable Costs. The scope of environmental justice grants and cooperative agreements may not include construction, promotional items (e.g., T-shirts, buttons, hats), and furniture purchases. Applicants may not receive funding from more than one source for the same project.

F. Consequences of Not Following Submission Requirements

Applicants must submit all required information (see Section IV, B) and cannot have a budget exceeding \$125,000. Applications that are incomplete or contain a budget exceeding \$125,000 will not be reviewed and scored. If the application exceeds five pages, only the first five pages of the workplan will be reviewed and scored. The pages of the work plan must be letter size (8 ½ X 11 inches), with normal type size (10 or 12 characters per inch), and at least 1" margins. There will be no penalty for using a different page size or font type, but it is **strongly discouraged**.

G. Treatment of Late Applications

Applications that are not post-marked by the US Postal Service or date-stamped by courier service by midnight January 23, 2006 will not be considered for award. For applications submitted through Grants.gov, applications that are not submitted by midnight January 23, 2006 will not be considered for award.

H. Submission Instructions for Electronic Applications Thru Grant.gov

If you choose to submit your application electronically through Grants.gov, you must use the electronic application package available at the <http://www.grants.gov> web site. **Please note that you are not required to submit an electronic application package, but this feature is being provided to applicants as an additional submission option.** In order to view the application package, you will need to download the PureEdge viewer (hyperlink available under Get Started

then Get Started Step 2). You may then access the application package at https://apply.grants.gov/forms_apps_idx.html using either the CFDA number of 66.307 or Funding Opportunity Number EPA-OECA-OEJ-05-01. It is recommended that you Register to Receive Notification of announcement updates.

The actual submission of an electronic application must be made by an authorized organizational representative (AOR) of the submitting institution who is registered with Grants.gov (most individual investigators will not be eligible to submit the application). Please see <http://www.grants.gov/>, Get Started for further information. **The registration process may take a week or longer to complete.** Please check with your Sponsored Programs or equivalent office to locate your AOR and see if your institution is registered. If your institution is not currently registered, encourage your AOR to begin the process immediately.

The complete application **must be received to Grants.gov no later than 12:00a.m. Eastern Time** on the solicitation closing date (see Submission Dates and Times). An e-mail will be sent by OEJ to the Principal Investigator and the Administrative Contact to acknowledge receipt of the application and to transmit other important information. The email will be sent from Ayako Sato (See Section VII for contact information). If an email acknowledgment from OEJ has not been received within 30 days of the submission closing date, immediately contact Ayako Sato under "Agency Contacts" under Section VII. If you do not receive an email acknowledgment, this may mean that OEJ has not received the application.

On the electronic Grant Application Package page, enter the Principal Investigator's name, starting with the last name, in the Application Filing Name field. All applications must address all of the areas covered under Section IV, B.

- a. Application for Federal Assistance (SF-424)
 - 1. Complete the form. There are no attachments.
- b. SF-424A, Budget Information - Non-construction Programs
 - 1. Complete the form. There are no attachments. The SF 424A should only reflect the estimated costs of funding one workshop with approximately 30 attendees, located in a major metropolitan city. For calculating your budget estimate use Denver, CO as the city. Section e.1, Detailed Budget Attachment Form, will ask you to complete a detailed budget where you provide a detailed explanation for the costs you specify on SF 424A.
- c. EPA Key Contact List
 - 1. Complete the form. There are no attachments.

d. Project Narrative Attachment Form

1. Address all the areas under Workplan Narrative of the Proposal under Section IV, B.1 of the announcement and label this document WorkplanNarrative, and submit it under the Add Mandatory Project Narrative File.

e. Detailed Budget Attachment Form

1. The detailed budget should only reflect the estimated costs of funding one workshop with approximately 30 attendees, located in a major metropolitan city. For calculating your budget estimate use Denver, CO as the city. Label this document Detailed Budget and submit it as the Add Mandatory Budget Narrative. Your detailed budget must specify unit costs for the following categories: Personnel, Fringe Benefits, Contractual, Travel, Equipment, Supplies, Other, and Indirect Costs. Refer to Section IV, B.2 for more information about the detailed budget.

f. Other Attachments Form

1. Consolidate all resumes into one document, label this document Resumes , and submit it under Other Attachments Form.
2. If you are able to scan a copy of your proof of nonprofit status, please do so and submit under Other Attachments Form. If you do not have the ability to scan documents, please provide a narrative explanation describing the reason why you were unable to submit your proof of nonprofit status. Submit this narrative explanation under Other Attachments Form. You will be asked to provide proof of nonprofit status at a later time. Failure to provide documentation will result in no award.

Once the application package has been completed, the Submit button will become active. Save your completed application package with two different file names before providing it to your AOR to avoid having to re-create the package should submission problems be experienced. Submission of the application package must be completed by your AOR.

Please close all other software before attempting to submit the application package. If you experience submission problems, please reboot your computer (turning the power off may be necessary) and re-attempt the submission. If you continue to experience submission problems, contact Grants.gov for assistance (Phone: 1-800-518-4726, Email: support@grants.gov). If submission problems are not quickly resolved, contact the OEJ electronic submission support person, Ayako Sato (Phone: 202-564-5396, Email: sato.ayako@epa.gov).

I. Programmatic Capability Ranking Criteria

Applicants will be required to submit information relating to the programmatic capability criteria to be evaluated under the ranking factor in Section V of the RFA. In evaluating an applicant for programmatic capability purposes under the relevant ranking factor, OEJ will consider information provided by the applicant and may consider information from other sources including Agency files.

J. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications or portions of applications they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

V. Application Review Information

A. Ranking Criteria

Applications will be evaluated by an EPA Review Panel and selected according to the following criteria. The corresponding points next to each criterion are the weights EPA will use to evaluate the applications. Points will range depending on how well the applicant meets the given criteria. Please note that certain sections are given greater weight than others. Also keep in mind that if the application exceeds five pages, only the first five pages of the work plan will be reviewed and scored.

Criterion	Points
The extent to which the applicant demonstrates the programmatic capability in performing the work under the cooperative agreement by addressing:	40 points total
a. The organization's experience in the fields of training, environmental laws, and working with community organizations;	25 points
b. Key staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project;	10 points
c. Past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project; and	5 points
d. History of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports.	5 points
The extent to which the proposal includes the following:	40 points total
a. Clearly written, strategy for meeting the environmental justice training program's needs by including an implementation plan for phases I through 4 (see Section I, A);	20 points
b. A clearly written strategy for utilizing the training materials described in Section I, A; and	10 points
c. A clearly written strategy for partnering with community organizations, including information on: (1) how the community organizations will participate in the project (5 points); and (2) strategies for cooperation and communication with the identified organizations (5 points)	10 points
A clearly written description of how the project will produce environmental results by using output and outcome measures, and how these measures will link back to EPA's Strategic Plan (please see Section I, B)	10 points total
A detailed budget that specifies unit costs. The detailed budget will be reviewed for cost-effectiveness. In addition, the budget must realistically, and in detail, account for all costs needed to successfully implement the environmental justice training program.	10 points total
Total	100 points

B. Review and Selection Process

Applications will **first** be screened to ensure that they meet all Eligibility requirements and Threshold Eligibility Criteria described in Section III. Applications will be disqualified if they do not meet these eligibility standards. The EPA Office of Environmental Justice will convene a review panel to review, evaluate, and rank cooperative agreement applications **based on the evaluation criteria above**. After the individual applications are reviewed, scored, and ranked, the OEJ Approving Official will make the final recommendation to the Grants Administration Division for award of a single cooperative agreement. The OEJ Approving Official will accept the highest ranked application based on the review panel's rank list.

C. Anticipated Announcement and Award Dates

December 5, 2005	Program Application Guidance is available
December 5, 2005 - January 23, 2006	Applicants develop and complete their applications
January 23, 2006	The application must be date stamped by courier service or postmarked by the US Postal Service by midnight, January 23, 2006. Applications through Grants.gov must be submitted by midnight, January 23, 2006.
January 23, 2006 - February 10, 2006	EPA panel reviews and evaluates applications
February 20, 2006	Applicants will be contacted by the EPA if their application is being considered for funding. Additional information may be required from the finalists
April 2006	EPA announces award

VI. Award Administration Information

A. Award Notices

After all applications are received, acknowledgments will be mailed to applicants. Once applications have been recommended for funding, the EPA will notify the finalists and request any additional information necessary to complete the award process. The finalists will be required to complete additional government application forms prior to receiving a cooperative agreement, such as the EPA Form SF-424B (Assurances - Non-Construction Programs) and EPA Form 5700-49, the Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

The federal government requires all grantees to certify and assure that they will comply with all applicable federal laws, regulations, and requirements.

B. Administrative and National Policy Requirements

1. A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at: <http://www.epa.gov/ogd/grants/regulations.htm>.
2. All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B web-site at: <http://www.dnb.com>.

C. Reporting

Recipients must submit final reports for EPA approval within ninety (90) days of the end of the project period. Specific report requirements (e.g., Quarterly or Semi-annual Progress Reports, a Final Technical Report and a Financial Status Report) will be described in the award agreement. The EPA will collect, review, and disseminate grantees' final reports to serve as models. A report will be required at the end of each training. Monthly conference calls will be held between EPA and recipient throughout the project period.

D. Dispute Resolution

An application that is deemed ineligible because it did not meet an Eligibility requirement and/or a Threshold Eligibility Criterion (see Section III) will be notified no later than 15 calendar days of the decision finding that the application was ineligible.

Notification to applicants that they were not selected for award based on the ranking/scoring of their application will be provided by OEJ to the applicant no later than 15 calendar days of the final selection for award.

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at: <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>

E. Non-profit Award Administrative Capability

In addition to the programmatic capability review (see Section IV, I), all non-profit applicants that qualify for funding will be reviewed for their administrative capabilities. The term administrative capability means the capability of an applicant or recipient to develop and implement administrative systems required by 40 CFR Part 30, including systems related to financial management, property management, procurement standards, financial reporting, record-keeping, and submission of administrative reports/certifications for grant/cooperative agreement closeout. All non-profit applicants that qualify for funding will be required to submit to OGD, with supporting documents, the *Administrative Capabilities Form*. The applicant selected for award will be contacted shortly thereafter by the Office of Grants and Debarment about this requirement.

VII. Agency Contacts

For further information regarding this RFA or cooperative agreement program, please contact:

Linda K. Smith
1200 Pennsylvania Avenue, NW (2201A)
Washington, DC 20460
Phone: (202)564-2602 (Tollfree: 1-800-962-6215)
Fax: (202)501-1162
Email: smith.linda@epa.gov

You may also contact:

Ayako Sato
1200 Pennsylvania Avenue, NW (2201A)
Washington, DC 20460
Phone: (202)564-5396 (Tollfree: 1-800-962-6215)
Fax: (202)501-0740
Email: smith.linda@epa.gov

The full application package must be date stamped by courier service or postmarked by the U. S. Postal Service by midnight, January 23, 2006. Emailed applications will not be accepted, but applications may be submitted electronically at Grants.gov (see Section IV, H). Applications submitted through Grants.gov must be submitted by midnight, January 23, 2006. Send the full application package to:

By Postal Service

Linda K. Smith
1200 Pennsylvania Ave., NW (2201A)
Washington, DC 20460

Courier Service

Linda K. Smith
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